

When a state employee must make a reservation or make changes to an existing reservation and the normal contract travel agency is closed, the State provides a free after-hour service to assist you with your needs.

There are costs incurred by the State to have this service provided. Therefore, you should only use the after-hour service for those travel arrangements that need attention before any of the Navigant International offices are open for business. If your travel needs/changes have a longer lead time and can wait, then you should not use the after-hours service. **The service is not provided as a convenience to book all travel needs, only those in an immediate/emergency need.**

The after-hour service provider is:

NAV 24

1-800-215-7653

FOR EMERGENCY NEEDS AFTER 5 p.m., WEEKENDS AND HOLIDAYS